

STATEMENT OF WORK

FOR

MQ-8B Fire Scout AVO and MPO Interactive Multimedia Instruction (IMI) Courseware Part II



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1. Scope

The purpose of this Statement of Work (SOW) is to establish the tasks required to complete development of the Interactive Multimedia Instruction (IMI) Courseware for the Air Vehicle Operator (AVO) and Mission Payload Operator (MPO) crew positions to support the introduction of the MQ-8B Fire Scout VTUAV. This SOW sets forth the requirements to develop remaining self-paced Interactive Courseware (ICW), instructor-guided Computer Aided Instruction (CAI), and structured Mission System Trainer (MST) simulation training events consistent with the courseware requirements outlined in the MQ-8B courseware Curriculum Outline of Instruction. Additionally, all associated supporting training materials, including instructor guides and trainee guides for all lessons, flight cards, and test materials shall be developed. It is anticipated that the training audience will consist of pilots and aircrew who are graduates of the MH-60R/S Fleet Readiness Squadron (FRS).

1.1 Assumptions

- a. Training materials will be developed to meet both academic and practical application requirements to support knowledge-to-skill training progression. Academic requirements will be met by ICW and CAI course materials followed by structured MST events to support skill training. Course content shall cover both the AVO and MPO crew positions.
- b. Course content shall align with the current USG-provided Front End Analysis documentation which provides the learning objectives and media selections for the course.
- c. The Fire Scout ICW and CAI courseware will conform to the USG provided MH-60R/S Style Guide (IMDP).
- d. All course materials developed or in development, including Curriculum Outline of Instruction (COI), ICW, CAI, and test materials shall be available and applicable within the scope of this task statement.
- e. All administrative documents required by Contract Mod N61339-03-D-5017 Appendix HW Modification 62, including Training Management Plan and Task Statement, shall be updated to reflect the requirements in this follow-on task statement.
- f. The Instructional Performance Requirements Document (IPRD) and Instructional Media Requirements Document (IMRD) will be provided as Government Furnished Information (GFI) for courseware design and production.
- g. Government Subject Matter Experts (GSME). GSMEs will be identified and made available to the contractor as Technical Points of Contact (TPOCs) to provide additional technical support when required.
- h. It is expected that this course will be trained by the Fire Scout FRS (HUQ-1) at NAS North Island.

2. Access to Government Information

The Government will provide the contractor access to DoD and associated Government agency courseware and any supporting documents, publications, and technical manuals as required. The Government will deliver the IPRD and IMRD GFI within fifteen (15) working days after contract award. Requests for additional data and information shall be made directly to the Contracting Officer and the Contracting Officer's Representative (COR) within forty-five (45) working days after contract award.

3. Requirements

The Contractor shall provide the supplies, services and facilities necessary to develop the remaining self-paced Interactive Courseware (ICW), instructor-guided Computer Aided Instruction (CAI), and structured Mission System Trainer (MST) simulation training event support materials (including lesson plans, grade sheets and kneeboard cards equivalent to H60-R/S products), consistent with the courseware requirements outlined in the MQ-8B Courseware Curriculum Outline of Instruction. This effort shall be in accordance with the following task descriptions.

3.1 General

The contractor shall develop, update, revise, maintain and integrate training products in accordance with established specifications, standards, instructions, and style guides as applicable to fully support the Department of Defense (DoD) initiative to ensure that technical training (traditional and emerging) products are provided in concert with emerging platforms and systems. The Contractor shall utilize an integrated approach towards supporting all phases of training product development, inclusive of facilitation, customer support, pre-planning, pre-conference/review, post-conference/review, production, revision/ maintenance, interim change, validation/ verification and distribution phases of the various programs.

This effort is directed towards the development of technical training products including but not limited to on-line training courses (Computer Aided Instruction, and Interactive Multimedia Instruction), instructional delivery (including materials and equipment), and desk top simulations.

The contractor shall utilize emerging technologies to provide cost-effective alternatives to production, distribution, and continuing revision and update of training products.

Training products required and associated with this DoD initiative shall be developed in accordance with established procedures. All instructional training products shall incorporate the Aviation Industry Computer Based Training Committee (AICC) standards in development efforts to ensure their maximum transportability and shall be developed to ensure operation in the following environments as applicable:

- LAN/WAN File server (SIPRNET if classified)
- CD-ROM

- Web-based environment in compliance with the Shareable Content Object Reference Model (SCORM) Versions 1.2 and 2004
- Navy Integrated Learning Environment (ILE)

The contractor shall organize, coordinate, and control all program activities to ensure compliance with the contract requirements and the timely delivery of the required product and services. The contractor shall provide the necessary Instructional Systems Development, systems engineering, materials, services, management, logistics, and clerical support for the efforts described in this SOW. The contractor shall monitor the progress of all the work performed and costs incurred under the contract.

3.2 Detailed Tasks

For the purposes of this SOW it has been estimated that the vendor will develop and deliver the remaining twenty-seven (27) hours of Level of Interactivity (LOI) 1-3 self paced ICW, eight (8) hours of CAI with online testing and associated instructor and student guides, and 52 hours of MST events required for Units 9-16 including all training materials—instructor and student guides, flight cards, scenario scripts, and evaluation materials—for the Fire Scout AVO and MPO crew positions.

The IMI lessons shall be Shareable Content Object Reference Model (SCORM) 2004 3rd edition compliant. Additionally, each lesson topic shall be delivered as a single zip file, which, when opened, will run as a stand-alone lesson.

The IMI shall be tested locally using the Advance Distributive Learning (ADL) Conformance Test Suite to ensure open system architecture and capability to run using a SCORM-compliant Learning Management System (LMS) and have the functionality to print test results locally.

3.2.1 Post Award (Kick Off) Meeting and In-Process Reviews (IPRs)

The contractor shall conduct a Post Award (Kick Off) meeting to be held at a mutually agreed upon timeframe after contract award. In addition, the contractor shall conduct In-Process Reviews (IPRs) on an as needed basis. These meetings may be conducted in person or via teleconference. Government representatives will attend the meetings to review contractor requirements, exchange information, and discuss project objectives. Conference Agenda and Conference Minutes Reports shall be provided by the contractor in accordance with CDRL A001.

3.2.2 Program Progress Reports

The contractor shall deliver Program Progress Reports each month, starting two months after contract award. The progress reports shall include accomplishments, work in progress, plans, and problems with recommended solutions in accordance with CDRL A002.

3.2.3 Training Management Plan (TMP)

The contractor shall prepare, submit, and update the Training Management Plan (TMP) as directed and prioritized by the Government. The TMP will detail training product requirements and will include an Integrated Master Schedule (IMS) in accordance with CDRL A003.

3.2.4 Technical Documentation Analysis / Project Assumptions

Prior to initiating the development/production evolution, the contractor shall review the requirements of the MQ-8B Fire Scout AVO and MPO IMI Courseware Part II project and perform a Project Analysis resulting in a Technical Report-Project Assumptions. Delivery of the Project Assumptions will occur prior to the formal start of any task and will be submitted as a Technical Report-Project Assumptions in accordance with CDRL A004.

3.2.5 Instructional Media Design Package (IMDP) – Lesson Design Strategy

The contractor shall develop Lesson Design Strategies (LDS) for each newly developed Interactive Multimedia Instruction (IMI) to ensure all lessons are complete, technically accurate, instructionally sound, and correctly formatted. All IMI lessons shall be designed using the Instructional Systems Design (ISD) process and contain lesson design strategies and on-screen media in accordance with MIL-PRF-29612B. The lesson content specifications shall be delivered in accordance with the TMP. The IMPD – Lesson Design Strategy shall be delivered in accordance with CDRL A005.

3.2.6 Test Packages (TP)

The contractor shall develop TPs as required. The TP files shall be delivered as a Preliminary Version and Final Version, with the Final incorporating all Government comments on the Preliminary. The TPs will be delivered in accordance with the test package deliverable requirements as defined in CDRL A006.

3.2.7 Instructional Media Package (IMP) (On-Screen Lessons)

The contractor shall develop and deliver twenty-seven (27) hours of Level of Interactivity (LOI) 1-3 ICW and eight (8) hours of Computer Aided Instruction (CAI). The lessons shall be delivered incrementally in Preliminary and Final onscreen versions, with the Final media data files addressing all Government comments on the Preliminary. The on-screen lessons shall be delivered in accordance with the TMP. IMP (On-Screen Lessons) shall be delivered in accordance with CDRL A007.

3.2.8 Simulation Training Events

The contractor shall develop and deliver support material, consisting of lesson plans, grade sheets and kneeboard cards equivalent to H60-R/S products, for 52 hours of simulation-based training events to be instructed in the Mission System Trainer (MST). The simulation training events shall be delivered

in accordance with the TMP. Simulation Training Events shall be delivered in accordance with CDRL A008.

3.2.9 Training Conduct Support Document (TCSD)

The contractor shall perform development of Training Conduct Support Documents (TCSD) consisting of instructor guides and trainee guides. TCSDs will be delivered in accordance with the TMP. TCSDs shall be delivered in accordance with CDRL A008.

3.3 Documentation and Deliverables

The following table identifies the documents, items and corresponding delivery schedule that the contractor shall provide during the performance of the MQ-8B Fire Scout AVO and MPO IMI Courseware Part II:

CDRL Number	DELIVERABLE TITLE	Delivery Schedule
A001	Post Award (Kick Off) Meeting and In-Process Reviews (IPRs)	As Required
A002	Program Progress Reports	Monthly
A003	Training Management Plan (TMP)	As Required
A004	Technical Documentation Analysis / Project Assumptions	As Required
A005	Instructional Media Design Package (IMDP) – Lesson Design Strategy	Per TMP
A006	Test Packages (TP)	Per TMP
A007	Instructional Media Package (IMP) (On-Screen Lessons)	Per TMP
A008	Simulations Training Events / Training Conduct Support Document (TCSD)	Per TMP

4. Contractor Travel

The contractor shall plan one trip from San Diego, CA to NAS Patuxent River to conduct data/GFI/MST information analysis .

5. Unlimited Rights Agreement

The contractor shall investigate and make recommendations to facilitate the implementation of the electronic transfer of media for review and approval vice paper copy. Upon completion of the final product the contractor shall provide all source and final graphics, media and authoring files to the Government for re-use as non-proprietary products. The Government shall not be required to pay royalties, recurring license or run-time fees, use tax, or similar additional payments for the contract-developed products or associated software presentation programs necessary to interpret and execute the products. In addition, all graphic related information shall be in a format that can be auto-populated into the applicable data repositories. All support documentation and associated training materials developed by the contractor shall support the DoD Training Policy for Development of Interactive Multimedia Instruction (IMI) (MIL-HDBK 29612A, Part 3).